Mco245

HOSPITAL EQUIPMENT NOTE

DINING ROOMS

11

MINISTRY OF HEALTH : SCOTTISH HOME AND HEALTH DEPARTMENT
LONDON : HER MAJESTY'S STATIONERY OFFICE
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Dining Rooms

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I. Scope

This Equipment Note gives guidance on the equipment requirements for dining rooms for hospital staff. It is intended to be read in conjunction with Hospital Building Note No. 11, which relates to the design and planning of dining rooms for hospital staff at all kinds of hospitals. It does not cover the equipping of hospital kitchens, for which reference should be made to Hospital Equipment Note No. 10.

II. General Considerations on the Use of Equipment Notes

Equipment Note No. 1 (Equipping a hospital building) provides an introduction to the series of departmental Equipment Notes, advice on their application and guidance on the task of preparing equipment schedules for individual building projects. This departmental Equipment Note is intended to be used within the general planning framework set out in Equipment Note No. 1 and in the manner described therein.

The following method of classifying equipment, which is explained in more detail in Hospital Equipment Note No. 1, is used throughout this Note:

The term "equipment" covers all items necessary for the functioning of the dining room and includes both non-technical (e.g. furniture) and technical equipment. Short-term consumable supplies such as fuel, stationery, food, drugs and dressings are not included.

Equipment is classified into three groups:

Group I: items usually supplied and fixed by the contractor for the works.

Group II: items having a permanent or semi-permanent location and having a significant effect on space and/or structural requirements:
- (*a*) those supplied by the hospital authority and fixed by the contractor for the works;
- (*b*) those supplied by the hospital authority and put in position by them or on their instructions outside the general construction contract.

Group III: smaller items, usually storage items, supplied and put in position by the hospital authority.

III. Special Considerations in Respect of this Note

The equipment detailed in this Note is regarded as suitable for the dining rooms described in Building Note No. 11 and has been listed in room (or space) sequence conforming to the Building Note. The lists are drawn up in such a way that they are applicable to dining rooms of varying designs, within the context of the Building Note, serving 150 to 750 staff mid-day meals. Thus, whereas for many of the rooms the equipment will be standard whatever the size of the department, for other rooms the requirements are listed in columns according to the size of the hospital served. Dining room seating is based on the recommendation in the Building Note that each seat of the dining room will be used two-and-a-half times at each main meal.

Some fixed items of equipment (Group I) have already been mentioned (and costed) in the Building Note, but it has been thought useful to include them again in the Equipment Note, which represents the results of a comprehensive review of the requirements. Reference should, however, be made to the Building Note—Part V, Engineering Services—for further information on the mechanical services and electrical installation. Structural elements, floor coverings, non-specialised heating and lighting fittings and similar items which are basic to any building are not included in the Equipment Note; neither are window blinds and window curtain tracks since the requirements may vary with local circumstances.

Throughout the schedule, for the sake of uniformity, references to towel dispensers are associated with disposal bins for paper towels. Suitable adjustments will need to be made where other towels are to be used.

It is appreciated that various methods of waste disposal are employed in the hospital service. For the purpose of this Equipment Note paper sack holders for wet and dry waste are shown in all appropriate areas. No swill or waste bins have been included. Suitable adjustments will need to be made where other methods of waste disposal are in use.

IV. Cost

Guidance on the cost of equipping a staff dining room to the standard shown in this schedule is given against the list of equipment for each room. Departmental cost summaries are shown in the Appendix to the Note. In using these cost figures, the considerations referred to in Section IV of Equipment Note No. 1 should be borne in mind.

The cost figures in this schedule and in the Appendix are related only to Group II and Group III equipment. As a matter of convenience, Group I items of a specialised nature are listed in the room schedules, but these have already been taken into account in the cost allowance for construction (including engineering) in the appropriate Cost Note in Appendix E to Hospital Building Note No. 2.

V. List of Rooms, etc.

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VI. Schedule of Equipment

A. Basic Accommodation

(*a*) DINING AREA

(i) *Draught lobby* (where Entrance Hall not provided)

		Quantity	*Notes*
Basic List			Public telephone may be provided here.
Group I:	Board, menu	1	
	Board, notice	1	
Group IIb:	Stand, hat, coat and umbrella	1	
Group III:	Ashtray, floor box type	1	
	Mat, door	1	
	Cost Guide (excluding Group I)	£35	

(ii) *Dining room*

	Number of staff mid-day meals							*Notes*
	150	200	250	375	500	625	750	
Basic List								
Group I:								
Drinking water point	1	1	1	1	1	1	1	Or two if required.
Clock, electric	1	1	1	1	1	1	1	
Staff location system	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	If provided.
Group IIb:								
Chair, dining	60	80	100	152	200	252	300	
Rack, tray, mobile	2	2	3	4	5	6	6	
Stand, shelved, for glasses near water point	1	1	1	1	2	2	2	
Table, dining	15	20	25	38	50	63	75	
Trolley, clearing	2	2	3	4	4	5	6	B.S. 3132.
Trolley, sauces, etc., small ..	2	2	4	4	4	6	6	
Group III:								
General decorative features ..	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	E.g. plant trough and stand, pictures, vases, etc.
Cost Guide (excluding Group I)	£535	£685	£870	£1310	£1690	£2115	£2485	

(*a*) DINING AREA (continued)
(iii) *Coffee room*

Lounge area	*Number of staff mid-day meals provided in associated dining area* 150	200	250	375	500	625	750	*Notes*
Basic List								
Group I:								
Clock, electric	1	1	1	1	1	1	1	
Mirror	1	1	1	1	1	1	1	
Staff location system	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	If provided.
Group IIb:								
Seating	25	34	42	65	84	104	125	Chairs, easy, and/or upright arm, or banquettes.
Table, coffee	4	6	6	10	10	10	12	
Trolley, clearing	1	1	1	1	1	1	1	B.S. 3132.
Group III:								
Ashtray	18	18	24	24	36	36	48	
Bin, waste paper	1	1	1	2	2	2	2	
General decorative features ..	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	E.g. plant trough and stand, pictures, vases, etc.
Cost Guide (excluding Group I)	£225	£300	£365	£560	£705	£855	£1020	

Servery area	*Number of staff mid-day meals provided in associated dining area* *150	*200	*250	375	500	625	750	*Notes*
Basic List								
Group I:								
Service counter	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Storage in counter	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Work bench	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	Including drawers for cutlery.
Sink	1	1	1	1	1	1	1	Stainless steel.
Drainer	2	2	2	2	2	2	2	
Basin, lavatory	1	1	1	1	1	1	1	
Dispenser, soap	1	1	1	1	1	1	1	
Café set	1	1	1	1	1	1	1	
Socket outlet, twin	1	1	1	1	1	1	1	
Group IIa:								
Dispenser, towel	1	1	1	1	1	1	1	B.S. 1439
Dispenser, paper tea towel ..	1	1	1	1	1	1	1	B.S. 1439
Group IIb:								
Bin, disposal, for paper towels ..	1	1	1	1	1	1	1	
Group III:								
Bucket, with strainer	1	1	1	1	1	1	1	For tea leaves.
Container, coffee	1	1	1	1	1	1	1	
Container, sugar	1	1	1	1	1	1	1	
Container, tea	1	1	1	1	1	1	1	
Dispenser, milk	1	1	1	1	1	1	1	
Dispenser, sugar	2	2	2	3	3	3	3	
Dispenser, tea, dry	1	1	1	1	1	1	1	
Holder, paper sack	1	1	1	1	1	1	1	
Pot, tea, 4 pint	1	1	1	1	1	1	1	
Pot, tea, 6 pint	1	1	1	1	1	1	1	
Tray	3	3	5	6	8	8	12	
Cost Guide (excluding Group I)	£15	£15	£15	£20	£20	£20	£25	

	Quantity		**Cost Guide** (additional list)
Additional List			
Group IIb: Refrigerator, 5–6 cu. ft.	1	Only required if not near Dining Room servery.	£50
Register, cash	1	If required, according to local planning.	£100

* In small units sited near the Dining Room servery a separate coffee room servery may not be required. A trolley with tea, coffee pots and crockery would suffice.

Crockery will be obtained from the Dining Room servery stock when required.

(*b*) SERVERY AREA

(i) *Servery*

	Number of staff mid-day meals							Notes
	150	200	250	375	500	625	750	
Basic List								
Group I:								
Basin, lavatory	1	1	1	1	1	1	1	
Sink	1	1	1	1	1	1	1	
Drainer	2	2	2	2	2	2	2	
Dispenser, soap	1	1	1	1	1	1	1	
Shelf, eye level	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Worktop	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Back counter	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Cafeteria counter with heated, unheated and refrigerated sections and storage under ..	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	Up to 30 ft. long. A second counter may be required for very large dining rooms.
Screen, food, transparent ..	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Boiling ring	2	2	2	2	2	2	2	
Café set	1	1	1	1	1	1	1	
Griddle	1	1	1	1	1	1	1	
Holder, menu, large	1	1	1	1	1	1	1	
Poacher	1	1	1	1	1	1	1	
Toaster: grill 32 in.	1	1	1	—	—	—	—	
rotary	—	—	—	1	1	1	1	
Socket outlet, twin	1	1	1	1	1	1	1	
Group IIa:								
Dispenser, towel	1	1	1	1	1	1	1	B.S. 1439
Group IIb:								
Bin, disposal, for paper towels ..	1	1	1	1	1	1	1	
Group III:								
Basin, sugar (or dispensers) ..	18	24	30	42	54	66	78	
Bin, dirty linen	1	1	1	1	1	1	1	
Board, bread	1	1	1	1	1	2	2	
Bottle, vinegar	2	2	2	4	4	4	6	Located on sauce trolley.
Brush, bottle	1	1	1	1	1	1	1	
Brush, nail and container ..	1	1	1	1	1	1	1	
Bucket, plastic	1	1	1	1	1	1	1	
Bucket, with strainer	1	1	1	1	1	1	1	For tea leaves.
Condiment set	15	20	25	38	50	63	75	Stainless steel.
Container, coffee, 14 lb. ..	1	1	2	2	2	2	2	
Container, sugar, 14 lb.	1	1	2	—	—	1	1	
Container, sugar, 28 lb.	—	—	—	1	1	1	1	
Container, tea, 14 lb.	1	1	1	1	1	1	2	
Cover, food	4	6	6	6	10	10	10	Plastic.
Cover, plate	48	60	84	120	168	216	240	Metal.
Cup, egg	48	60	84	120	168	216	240	
Cup, tea	96	120	156	228	300	384	456	
Cutter, cheese	1	1	1	1	1	1	1	
Dish, jam	18	24	36	42	60	72	84	
Dispenser, tea, dry	1	1	1	1	1	1	1	
Fork, dessert	96	120	156	228	300	384	456	Stainless steel.
Fork, large	96	120	156	228	300	384	456	Stainless steel.
Fork, serving	2	2	2	2	2	2	2	Stainless steel.
Funnel, 4 in.	1	1	1	1	1	1	1	
Glass, fruit juice, 3 oz.	60	84	108	156	204	252	300	
Glass, sundae	72	96	120	168	228	288	336	
Holder, cutlery .. set	2	2	2	3	3	4	4	
Holder, paper napkins	1	1	1	1	1	2	2	
Holder, paper sack	1	1	1	1	1	1	1	
Jug, coffee	2	2	3	3	4	4	6	Stainless steel.
Jug, general purpose	12	12	12	24	24	24	24	Stainless steel or aluminium.
Jug, hot water, 2–3 pint ..	2	2	3	3	4	4	6	Stainless steel.
Jug, milk	2	2	3	3	4	4	6	
Knife, bread	1	1	1	2	2	2	2	Stainless steel.
Knife, carving	1	1	1	1	1	1	1	Stainless steel.
Knife, cook's, 10 in.	1	1	1	1	1	1	1	Stainless steel.
Knife, dessert	96	120	156	228	300	384	456	Stainless steel.
Knife, dinner	96	120	156	228	300	384	456	Stainless steel.
Ladle, 2 oz.	2	2	2	3	3	4	4	Stainless steel.
Ladle, ¼ pint	4	4	4	4	4	4	4	Stainless steel.
Ladle, ⅓ pint	2	2	2	2	2	2	2	Stainless steel.
Ladle, ½ pint	2	2	2	2	2	2	2	Stainless steel.
Opener, bottle	1	1	1	1	1	1	1	

(*b*) SERVERY AREA (continued)

(i) *Servery* (continued)

	Number of staff mid-day meals							Notes
	150	200	250	375	500	625	750	
Basic List								
Group III (continued):								
Opener, tin, automatic	1	1	1	1	1	1	1	
Pan and wire basket	1	1	2	2	2	2	2	Egg boiling.
Patter, butter	1	1	1	1	1	1	1	
Plate, breakfast, 7 in.	96	120	156	228	300	384	456	
Plate, dinner, 9 in.	96	120	156	228	300	384	456	
Plate, soup or cereal, 5½ in. ..	132	180	240	336	456	576	696	
Plate, tea, 5½ in.	96	120	156	228	300	384	456	
Pot, tea, 2 pint	2	2	3	3	4	4	6	
Pot, tea, 6 pint	1	1	2	2	2	3	3	
Rack, toast	6	8	8	10	10	12	12	
Saucer	96	120	156	228	300	384	456	
Scrubber, deck	1	1	1	1	1	1	1	
Server, flat	6	6	6	6	6	6	6	Stainless steel.
Server, ice cream, size 20 ..	2	2	2	2	2	2	2	Stainless steel.
Server, ice cream, size 24 ..	2	2	2	2	2	2	2	Stainless steel.
Spoon, dessert	96	120	156	228	300	384	456	Stainless steel.
Spoon, egg	48	60	84	120	168	216	240	Stainless steel.
Spoon, jam	18	24	30	42	54	66	78	
Spoon, serving, 12 in.	2	2	2	2	2	2	2	Stainless steel.
Spoon, serving, 16 in.	2	2	2	2	2	4	4	Stainless steel.
Spoon, soup	96	120	156	228	300	384	456	Stainless steel.
Spoon, table	12	12	12	12	12	12	12	Stainless steel.
Spoon, tea	96	120	156	228	300	384	456	Stainless steel.
Tongs, serving	6	6	6	6	6	6	6	
Tray	60	80	100	150	200	250	300	
Tray, food	12	12	12	12	12	12	12	Plastic.
Tumbler, 8 oz.	96	120	156	228	300	384	456	
Cost Guide (excluding Group I)	£310	£370	£445	£595	£750	£920	£1065	—
Additional List							**Cost Guide** (additional list) excluding Groups I and III	
Group I: Desk, cashier	If required.						—	According to local arrangements.
Group IIb: Chair, cashier	If required.						£4	According to local arrangements.
Register, cash	If required.						£100	According to local arrangements.
Group III: Fork, fish	60	72	84	96	144	192	240	If stainless steel cutlery is used separate fish knives and forks should not be necessary.
Knife, fish	60	72	84	96	144	192	240	If stainless steel cutlery is used separate fish knives and forks should not be necessary.
Cost Guide (Group III only)	£10	£12	£14	£16	£25	£33	£41	

(*b*) SERVERY AREA (continued)

(ii) *Wash-up* (not required where a central wash-up unit is provided)

	Number of staff mid-day meals provided in associated dining area							*Notes*
	150	200	250	375	500	625	750	
Basic List								
Group I:								
Dishwasher, mechanical (with crockery and cutlery baskets)	1	1	1	1	1	1	1	
Bench, dirty	8 ft.	8 ft.	10 ft.	10 ft.	10 ft.	12 ft.	12 ft.	
Bench, clean	6 ft.	6 ft.	8 ft.	8 ft.	8 ft.	10 ft.	10 ft.	
Draining board	2	2	2	2	2	2	2	
Sink, double	2	2	2	2	2	2	2	
Storage, cupboard	3	3	3	3	3	3	3	
Basin, lavatory	1	1	1	1	1	1	1	
Waste disposal unit	1	1	1	1	1	1	1	Or holder, paper sack.
Dispenser, soap	1	1	1	1	1	1	1	
Group IIa:								
Dispenser, paper tea towel ..	1	1	1	1	1	1	1	B.S. 1439
Dispenser, towel	1	1	1	1	1	1	1	B.S. 1439
Group IIb:								
Bin, disposal, for paper towels ..	1	1	1	1	1	1	1	
Trolley, for cup baskets	—	—	1	1	1	1	1	
Trolley, general purpose ..	1	1	1	1	2	2	2	B.S. 3132.
Cost Guide (excluding Group I)	£20	£20	£35	£35	£55	£55	£55	
Additional List								
Group IIb:								
Holder, paper (or plastic) sack ..	2	2	2	2	2	2	2	If no waste disposal unit provided.
Cost Guide (additional list)	£5 5s. per holder							

(iii) *Pantry and food store*

	Number of staff mid-day meals provided in associated dining area							*Notes*
	150	200	250	375	500	625	750	
Basic List								
Group I:								
Shelving, adjustable	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	Lowest shelf 12 in. from ground, highest 56 in. Some 18 in. wide, some 12 in. wide.)
Worktop	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	18 in. wide.
Cabinet, refrigerated	8 cu. ft.	12 cu. ft.	12 cu. ft.	20 cu. ft.	25 cu. ft.	40 cu. ft.	40 cu. ft.	
Cost Guide (excluding Group I)	£—	£—	£—	£—	£—	£—	£—	

(*c*) CLEANER'S ROOM

		Quantity	*Notes*
Basic List			
Group I:	Bucket sink	1	
	Storage	18 cu. ft.	For day-to-day stock of cleaning materials, etc.
	Drainer or worktop	1	At working height for washing of cloths, etc.
	Racks, pegs or hooks for implements ..	As required	
Group IIb:	Trolley, domestic, small	2	
	Holder, paper sack	1	
Group III:	Cleaner, vacuum	1	
	Scrubber/polisher, electric	1	B.S. 3028.
	Cleaning utensils	As required	
	Cost Guide (excluding Group I)	£150	

A. Basic Accommodation

DEPARTMENTAL ITEMS

Items have, wherever possible, been shown in the lists in the rooms where they will normally be found. The linen required will depend on local planning and the use of disposables may mean that no table linen will be used. The following is intended to give guidance on requirements, though the items will probably be supplied from the Central Linen service.

	Number of staff mid-day meals provided in dining area							*Notes*
	150	200	250	375	500	625	750	
Basic List								
Group I:								
Directional signs, door labelling/numbering	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Incinerators for toilets	If reqd.	If reqd.	If reqd.	If reqd.	If reqd.	If reqd.	If reqd.	
Group IIa:								
First aid fire-fighting equipment (e.g. hose reels, extinguishers, buckets, etc.)	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	See British Standard Codes of Practice and Ministry of Health Memorandum on Hospital Fire Precautions.
Group III:								
Apron	36	54	66	90	120	144	174	
Cap or head covering	18	27	33	45	60	72	87	
Uniform or overall	18	27	33	45	60	72	87	
Cloth, glass	24	24	30	30	36	36	48	
Curtains, window	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Carpet or rug	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	As reqd.	
Cost Guide (excluding Group I)	£70	£95	£110	£155	£205	£245	£290	
Additional List								**Cost Guide** (additional list)
Group III:								
Cloth, table	30	40	50	76	100	126	150	10s. each
Napkin, table	150	200	250	375	500	625	750	2s. 6d. each

B. Additional Accommodation

(*a*) ENTRANCE

(i) *Entrance hall and draught lobby*

		Quantity	Notes
Basic List			
Group I:	Board, menu	1	Public telephones in acoustic booths may be provided in this area.
	Board, notice	2	
	Storage for telephone directories	As required	
	Hook, clothes	As required	
Group IIb:	Seat, bench	2	
	Stand, umbrella	1	
Group III:	Ashtray, floor box type	4	
	Mat, door, in well	1	
	General decorative features	As required	E.g. plant trough and stand, pictures, vases, etc.
	Cost Guide (excluding Group I)	£60	
Additional List			**Cost Guide** (additional list)
Group III:	Machine, ticket	1	If required, according to local arrangements. £68 10s.

(ii) *Cloakrooms*

	Number of staff mid-day meals provided in associated dining area						Notes
	500		625		750		
	Male	*Female*	*Male*	*Female*	*Male*	*Female*	
Basic List							
Group I:							
Mirror	1	1	1	1	1	1	
Shelf under mirror	1	1	1	1	1	1	
Hook, clothes	30	95	40	116	48	120	
Rack, hat	1	—	2	—	2	—	
Group IIb:							
Chair, upright, small	1	1	2	2	2	2	
Stand, umbrella	1	2	1	3	1	3	
Table	—	1	—	1	—	1	
Group III:							
Ashtray, floor box type	1	2	1	2	1	2	
Bin, waste paper	1	1	1	1	1	1	
Cost Guide (excluding Group I)	£5	£15	£10	£20	£10	£20	

(*a*) ENTRANCE (continued)
(ii) *Cloakrooms* (continued)

Associated toilet facilities (The equipment is shown on a unit basis)	*Quantity*	*Notes*
Basic List		
Group I: W.C. suite	1	
Toilet paper fitting	1	
Basin, lavatory	1	
Dispenser, soap	1	
Mirror	1	
Hook, clothes	As required	In W.C. cubicle and also associated with lavatory basin.
Shelf	As required	
Group IIa: Dispenser, towel	1	B.S. 1439
Group IIb: Bin, disposal, for paper towels	1	
Group III: Brush, lavatory, and holder	1	
Cost Guide (excluding Group I)	£2	
Additional List		**Cost Guide** (additional list)
Group IIb: Dispenser, sanitary towels	1	£10 10s.
Bin, pedal operated (or disposable paper sack holder)	1	£1 10s.

(*b*) FURNITURE STORE — Equipment NIL

(*c*) LINEN STORE
For quantities of linen, see Departmental items on page 8.

	Quantity	*Notes*
Basic List		
Group I: Shelving, slatted	30 ft.	Length; 2 ft. deep.
Cost Guide (excluding Group I)	£—	

(*d*) SANDWICH ROOM

	Quantity	*Notes*
Basic List		
Group I: *Counter with storage	As required	
*Clock, electric	1	
*Café set	1	Alternatively a hot drink dispenser may be provided.
*Sink and drainer	1	
Socket outlet, twin	1	
Group IIa: *Dispenser, paper tea towel	1	B.S. 1439
Group IIb: *Bin, disposal, for paper tea towels	1	
Chair, upright, small	18	
*Register, cash	1	
Showcase	1	For cakes and biscuits.
Table	3	Each to seat six.
*Trolley, clearing	1	
Group III: Ashtray	6	Including some of pedestal type.
Bin, waste paper, large	3	
*Container, coffee	1	
*Container, sugar	1	
*Container, tea	1	
Cup	40	
Dispenser, sugar	1	
Jug, milk, 2 pint	2	
Knife	40	Stainless steel.
Plate, tea	40	
Pot, tea, 6 pint	1	
Saucer	40	
Spoon, tea	40	Stainless steel.
Tongs, food .. pair	1	
Tray	4	
Tumbler	18	
General decorative features	As required	E.g. plant trough and stand, pictures, vases, etc.
Cost Guide (excluding Group I)	£265	

* These items will not be required if the sandwich room is sited adjacent to coffee room servery.

(*e*) SUPERVISOR'S OFFICE

		Quantity	Notes
Basic List			
Group I:	Board, notice, or peg-board	1	
	Hook, clothes	2	
	Mirror	1	
	Telephone	1	
	Socket outlet, twin	1	
Group IIb:	Chair, desk	1	
	Chair, upright, small	1	
	Cupboard, two-compartment	1	Lockable.
	Desk	1	
Group III:	Bin, waste paper	1	
	Desk set	1	E.g. pen stand, blotting pad, trays, etc., according to individual requirements.
	Cost Guide (excluding Group I)	£35	

(*f*) CHANGING ROOMS AND LAVATORIES FOR DINING-ROOM STAFF

These facilities will normally be provided with those for kitchen staff. For details see Hospital Equipment Note No. 10, Section A(*f*)(iii) and (iv).

Appendix
Dining Rooms

DEPARTMENTAL COST SUMMARY

(To be read in conjunction with the explanatory notes in Section IV of this Equipment Note and Section IV of Hospital Equipment Note No. 1)

The room cost guide figures for basic equipment (Groups II and III), applied to standard schedules of basic accommodation for departments of various sizes, suggest departmental equipment cost totals of the following order:

Number of staff mid-day meals						
150	200	250	375	500	625	750
£1,350	£1,650	£2,000	£2,800	£3,600	£4,400	£5,100

In these totals no account is taken of the following:

(*a*) Equipment required for basic accommodation, additional to the basic list, some guidance on which is given under the appropriate rooms.

(*b*) Equipment required in " additional accommodation ", cost guides for which are shown on the appropriate pages as for basic accommodation.

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25.	Laundry	2s 9d (3s 2d)
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